



parks · recreation · cultural services

SPECIAL EVENTS

ALCOHOL POLICY AND PERMISSION TO SERVE ALCOHOL APPLICATION

INTRODUCTION

The City of Colorado Springs Parks, Recreation and Cultural Services Department has created an Alcohol Policy to address requests for alcohol use in association with events being held in City parks where City Ordinance bans the consumption and sale of alcohol. **The Parks Department will generally accept applications for Beer Gardens at America the Beautiful Park or Memorial Park.**

Events such as a dinner receptions, weddings, family reunions, etc. are not allowed to serve alcohol within City parks. A Temporary Special Event Liquor License can only be issued to non-profit organizations for fundraising activities/events. Any event on City property with a Temporary Special Event Liquor License must meet the City's guidelines for beer gardens including proper fencing, hire adequate police officers to staff the event, and approval of the park permission to serve alcohol application.

INSTRUCTIONS

Only non-profit organizations in good standing with the Colorado Secretary of State may apply for a Special Event Liquor License. Organizations seeking permission to serve alcoholic beverages at City Parks must first complete the following application. The completed application along with an event diagram must be accompanied by the City-wide Special Events Permit Application and submitted no later than **90** days prior to the event. The Department will review this application, approve or deny the request, then return it to the applicant. Approval of this application is **NOT** a grant of a liquor license.

Once an approved application from the Parks Department has been returned, the applicant must then submit a Special Event Temporary Liquor License Application to the City Clerk's Office no later than **30** days prior to the event. The applicant must provide the City Clerk with the original, approved Parks Department application as well as meet all requirements of the City of Colorado Springs and the Colorado Department of Revenue for liquor licensing. The City Clerk's office will then schedule a Liquor Board hearing to approve or deny the Temporary Liquor License. The applicant must provide a Certificate of Liability Insurance covering the service and consumption of alcohol and must name the City of Colorado Springs as additionally insured.

The PRCS Department does not permit service or consumption of spirituous liquor in City Parks.

ALCOHOL MANAGEMENT

The following security measures apply to all Beer Gardens:

- Provide a pedestrian barrier 4' in height surrounding the entire Beer Garden area with a 4' gap between the first and second row of barriers. This dead zone prevents the passing of beer over the barriers to someone outside the garden.
- Patrons must show proof of age and then be issued a wrist band before they can purchase alcohol.
- Only one entrance/exit that is monitored by a uniformed police officer or licensed private security officer. Event Coordinator is responsible for hiring and the cost of officer.
- Last call is 30 minutes before the end of the event.
- Beer Garden closes at the same time as the event, even if alcohol license shows a different time.
- City Ordinance for open containers prohibits a person from walking around on public property while consuming liquor unless otherwise stated on the Park Use Permit.

The PRCS Department reserves the right to place further restrictions on the way in which alcohol is managed at your proposed event.

QUESTIONS/CONTACTS

For questions regarding the Parks Department Permission to Serve Alcoholic Beverages Form, please call (719) 385-5940 and ask for the Office of Special Events.

Questions regarding the City Clerk's process and requirements for issuance of a Special Event Temporary Liquor License, please call (719) 385-5901 or email at cityclerk@springsgov.com.

To hire extra duty officers please contact (719) 444-7440. Proof of contract must be provided to Parks Department before final permit is granted.

TYPE OF ALCOHOL TO BE SERVED	
<input type="checkbox"/> FERMENTED MALT BEVERAGE	<input type="checkbox"/> MALT AND VINOUS BEVERAGES
APPLICANT NAME	APPLICANT ADDRESS (Street, City, State, Zip)
APPLICANT ORGANIZATION	
APPLICANT PHONE	APPLICANT EMAIL
EVENT LOCATION	EVENT DATE and TIME
<i>*Attach a diagram of the area to be licensed (not larger than 8 1/2 x 11).</i>	Date: _____
	From: _____ am /pm to _____ am /pm
BRIEF EVENT DESCRIPTION	

I declare that all information herein is true and complete to the best of my knowledge.
I understand that approval of this application is NOT a grant of a liquor license.

_____ SIGNATURE	_____ TITLE	_____ DATE
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FOR CITY STAFF USE ONLY

Is the service of alcoholic beverages on the property prohibited by deed restriction? Yes No

APPROVAL BY PARKS, RECREATION AND CULTURAL SERVICES

The foregoing application has been reviewed and **PERMISSION TO USE PARK PREMISES FOR THE SERVICE OF ALCOHOLIC BEVERAGES IS:**

GRANTED per City Code 9.9.410: ALCOHOL BEVERAGES.

In order to receive a liquor license, applicant must meet all requirements of the City of Colorado Springs and the Colorado Department of Revenue through application with the City Clerk's Office. A certificate of insurance is required.

DENIED for the following reason(s):

_____ SIGNATURE	_____ TITLE	_____ DATE
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Please return the completed application to:

**Parks, Recreation and Cultural Services Department
 Attention: Parks Special Events
 1401 Recreation Way
 Colorado Springs, CO 80905
 or fax to (719) 385-6599**